

**BRA EMPLOYMENT OPPORTUNITY****PLEASE POST!!****TITLE:** DEPUTY DIRECTOR FOR ECONOMIC INITIATIVES**JOB POSTING NO.****48-06****POSTING DATE:****10/26/06 Rev: 8/3/07****EMPLOYMENT STATUS:** BRA Development Program Employee  
(See Definition Attached)**DEPT/DIV:** ECONOMIC INITIATIVES/ECD*Job Postings must remain posted for 10 working days before a recommendation for hire can be made(11/8/06)*

**SUMMARY:** Under the direction of the Managing Director for Economic Development, Projects and Staff, develop and execute strategy for key economic initiatives through direction and supervision of an Economic Initiatives team (comprised of research/business interns, administrative assistants, individual managers, etc for each initiative). Through this team, implement and manage key economic sector initiatives for the City of Boston. Create and execute a plan to help achieve the goals of these sector initiatives. Manage progress toward the goals of providing strategic assessment, key analyses and economic opportunities. Analyze Boston's strengths and weaknesses as well as that of other regions and cities. Supervise the framework, structure and progress of each economic initiative.

Provide vision and direction for programs and initiatives focused on key industry sectors in Boston. Conduct and manage necessary research and analysis to determine strategic priorities for various programs. Work with Director of Research, Director of Economic Development, Director of Communications and others to determine new strategic initiatives to pursue.

Supervise and manage a 10+ member economic initiatives team including *managers, research/business interns, administrative staff, and consultants*; to develop and execute strategy for key industry sectors in the City of Boston. Manage research and business interns/associates who will work with BRA internal resources and external resources to perform analyses, marketing, interviews, and other business efforts.

Present findings and recommendations to Mayor of Boston, Director of Boston Redevelopment Authority, key Chief Executive Officers and other high level officials.

Attend and direct planning and execution meetings with the Economic Initiative managers for their specific initiatives; provide input and direction on work and progress. Conduct weekly meetings with team members from various applicable departments, divisions, agencies, etc.

Collaborate with senior level government officials in various departments and agencies to promote and develop policies and programs for various initiatives. Help facilitate and coordinate other groups within the BRA and City Hall to execute programs such as Real Estate, JCS, Planning/Zoning, Communications/Marketing, Neighborhood Services, Arts and Cultural Development, etc.

Work closely with advisory groups comprised of industry leaders, institutional heads and key stakeholders in the City of Boston. Provide input into creation of any external advisory/focus group; supervise/manage meetings. Develop relationships with communities, companies, trade organizations and other related groups associated with the economic initiatives.

Directly assist the Managing Director of Economic Development; help integrate initiatives into goals of the department; support such growth. Manage and supervise development of framework, structure, time-line, goals and strategy for each of the initiatives. Determine initiative managers and teams; work with them to develop action plan defining clear steps to achieve goals. Manage progress of each of these initiatives by determining metrics and monitoring progress.

Manage communications and marketing efforts of the Economic Initiatives team, which may include work with outside communications/consulting groups. Brand development, outreach, conferences, etc. are examples of components of this effort. Develop presentations and materials; write articles, press releases, speeches. Communicate with the press on topics pertinent to various initiatives.

Prepare strategy and game-plan for large scale efforts including conferences and other special events related to the initiatives. Prepare, facilitate and present at key meetings including initiative advisory forums, company pitches, and other outreach efforts.

Assist Director of the BRA and the Director of Economic Development representing the BRA and EDIC at appropriate "sell" efforts, discussions, meetings, presentations, etc. associated with Economic Initiatives. Coordinate large scale efforts to "sell" City of Boston to key companies. Coordinate navigation, financing and other City assistance programs with Economic Initiatives team.

Interview, select, orient, train and supervise assigned staff. Directly or through subordinate supervisors, supervise daily activities of assigned staff, answering questions, resolving problems and adjusting work schedules based on priorities. Directly, or through subordinate supervisors, evaluate work performance and recommend appropriate personnel actions.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires a Masters degree in Business Administration or equivalent plus more than 10 years of relevant experience in economic development, management/supervision, marketing, financial analysis, strategic analysis, government, public speaking, budget creation/management. Must have strong leadership, organizational and interpersonal skills. Excellent analytical and quantitative skills as well as excellent oral and written communication skills are required. Must have strategic thinking abilities, creativity, good problem solving skills, with the ability to "think outside the box." Must be able to work with diverse groups in industry, community, real estate, etc. Must have previous experience supervising teams of ten or more. A proven track record of success is necessary as well as proven ability to work with senior level elected officials and business and civic leaders. Knowledge of the City of Boston and existing City initiatives is important. Proficiency in computer applications including Microsoft Powerpoint, Word, Excel, and Outlook is required.

**GRADE: 24****HIRING RANGE: \$72, 195.07 - \$94, 038.16****To Apply:**

Submit resume to: Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

**E-Mail: [hr.bra@ci.Boston.MA.US](mailto:hr.bra@ci.Boston.MA.US)**

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**BOSTON RESIDENCY REQUIRED ON DATE OF HIRE**

RESOLUTION ADOPTED BY THE  
BOSTON REDEVELOPMENT AUTHORITY  
DECEMBER 12, 1968

1. RE: Establishment of a class of temporary employees to be known as Development Program Employees.

Whereas, the expanded staff requirements for carrying out the Boston Development Program will exist for a temporary period and can best be met by a maximum flexibility in hiring, dismissal, promotion, and transfer of staff, and

Whereas, if such staff were to be classified as permanently employed within the meaning of Section 2600 of Chapter 121 of the General Laws, it would seriously jeopardize the Authority's ability to carry out the program with maximum efficiency and economy,

Therefore, be it Resolved that there shall be established a new class of temporary employees of the Authority which shall be known as Development Program Employees who shall be employed from time to time for work in the Development Program and shall not be considered as permanent employees of the Authority. All such employees, unless otherwise specifically provided, may be dismissed at any time for cause or on three months' notice without cause.